

DEPARTMENT OF COMMUNITY SERVICES
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR

PAMELA A. WITTY-OAKLAND
DIRECTOR

GARY K. NAKATA
DEPUTY DIRECTOR

June 16, 2014

The Honorable Ernest Y. Martin
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
C & C OF HONOLULU
2014 JUN 20 AM 11:08

Dear Chair Martin and Councilmembers:

SUBJECT: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu, relating to the execution of the Executive Operating Budget, authorizes the Mayor to establish, fill and allot funds for temporary positions that are not included in the Executive Operating Budget Ordinance, upon prior notification of the City Council. In accordance with the provisions of this ordinance, notification is hereby submitted for one temporary Clerk Typist position for the Department of Community Services, Community Assistance Division (CAD). Additional required information on the position is as follows:

1. Type of Temporary Position Required:

Clerk Typist

As allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration for the Employment of the Temporary Position:

July 1, 2014 to June 30, 2015, with possible extensions/renewals as required and allowable under the Revised City Charter.

3. Cost of the Temporary Position:

\$38,752.38

This calculation is based upon the duration of the employment and fringe benefit rate of 45.14%.

The Honorable Ernest Y. Martin
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Page 2

4. Source of the Budgetary Savings Which Will Accrue to Finance the Temporary Position:

Funds for this position are available from the federally funded Section 8 Administrative Fees account.

5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

The Clerk Typist position is needed to assist the Section 8 Housing Choice Voucher program with an unexpected need to lease up new families due to an increased allocation of rental assistance funds coupled with the unanticipated retirement of several clerks this year. These vacancies including the additional work combined with ongoing workload exceeds the capacity of available staff.

Please contact me at 768-7760, should you have any questions about this matter.

Sincerely,



Pamela A. Witty-Oakland
Director

cc: BFS Budget Administration Division
Office of the Mayor

APPROVED:



Ember Lee Shinn
Managing Director